

## Program Level Grievance Major Steps Checklist\*

(Checklist to guide faculty and staff; grievance process may be undertaken if an academic issue cannot be resolved informally)

Graduate Student Grievance form submitted to Director of Graduate Studies (DGS) or Chair of Department

Director notifies school/college Associate Dean and Dean of Graduate School

Consider jurisdiction and status of other university investigatory or review processes

Officially accept grievance, strive to complete grievance process within 60 days

Form Graduate Program Grievance Committee

Typically 2-4 members, not named in grievance

Faculty must hold regular Graduate Faculty Appointments

DGS serves as non-deciding advisory chair

Distribute GSG form and materials to faculty named in grievance

Faculty member named has opportunity to respond within 10 days

Copy of response to student

Share materials with committee, schedule hearing as soon as possible

Student and faculty members identified have separate opportunity to be heard

May be accompanied by one individual (attorney, advisor, friend, etc.)

Committee members will ask for summarization, ask for additional info, request clarification, etc.

Committee should discuss, understand concerns, and suggest recommendations

Refer personnel recommendations to appropriate appointing authority

Prepare draft report (consulting with University Counsel is encouraged)

Distribute report to student and faculty member named, generally within 10 days of hearing

If program level grievance does not satisfactorily resolve the issue, student may appeal to the Graduate School within 20 days

\*Refer to full [grievance process and procedures](#) for detailed information. Contact the Graduate School at [graduate.school@colorado.edu](mailto:graduate.school@colorado.edu) with questions.

## Graduate School Appeal of Grievance Major Steps Checklist\*

(Checklist to guide faculty and staff; appeal process may be undertaken after program grievance, if issue is not resolved)

Graduate Student Grievance form submitted to Graduate School (GS) with faculty responses, materials, and Graduate Program Grievance Committee report within 20 days

GS check in with DGS of program to ensure all is complete

Student may append additional info- share this with faculty named who again have the opportunity to respond

Ensure program grievance is complete and consider jurisdiction and status of other university investigatory or review processes

Officially accept grievance appeal, strive to complete appeal process within 90 days

Notify student, faculty members, DGS/chair, college/school associate dean when appeal process is initiated

Form Graduate Program Grievance Committee

Four faculty members (outside student's department) and one graduate student (UGGS rep, outside student's department)

Faculty must hold regular Graduate Faculty Appointments and have graduate student advising experience

Dean serves as non-deciding advisory chair

Share all materials with committee, schedule hearing as soon as possible

Student and faculty members identified have separate opportunity to be heard

May be accompanied by one individual (attorney, advisor, friend, etc.)

Committee members will ask for summarization, ask for additional info, request clarification, etc.

Committee should discuss, understand concerns, and suggest recommendations

Refer personnel recommendations to appropriate appointing authority

Prepare draft report (consulting with University Counsel is encouraged)

Distribute report to student, faculty member named, DGS, chair, and school/college associate dean, generally within 20 days

\*Refer to full [grievance process and procedures](#) for detailed information. Contact the Graduate School at [graduate.school@colorado.edu](mailto:graduate.school@colorado.edu) with questions.